

Using the New Construction Permit System


Purpose The Michigan Department of Transportation (MDOT) is implementing a new Construction Permit System (CPS) on January 3, 2011. This document provides the information you'll need to access the system and obtain a permit.

Four Steps To obtain a permit you need to complete four basic steps. Detailed instructions are provided below. Steps one and two only need to be completed the first time you use CPS.




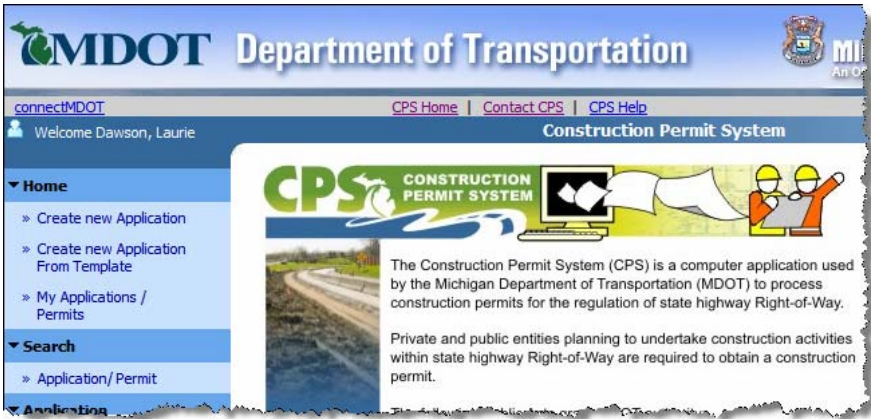
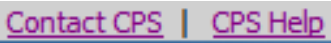

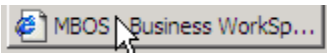
1. Access One Stop

| Step | Action |
|----------|---|
| a | Go to www.michigan.gov/business . Click Go in the Start and Register box. <div> START & REGISTER <ul style="list-style-type: none"> ▶ To get started, you will need to sign up for a One Stop account, then set up your business. These are ONE TIME ONLY activities. ▶ Get started now! Register for Business One Stop. GO </div> |
| b | On the registration screen, enter the required information and Submit . <div> Submit </div> |
| c | One Stop will send a temporary password to the e-mail address you provided in step two. Once you receive the e-mail, return to www.michigan.gov/business and enter your login ID and the password you received. Click Go . <div> REGISTERED USERS <p>LOG IN NOW TO...</p> <ul style="list-style-type: none"> ▶ Apply for new licenses and permits. ▶ Renew licenses and permits. ▶ Pay online Login ID: <input type="text" value="dawsonl4444"/> Password: <input type="password" value="....."/> Forgot Password? GO </div> |
| d | Fill in the required information to change your temporary password to a password of your choosing, then click Change Password . <div> Input old password <input type="password" value="....."/> Input new password <input type="password" value="....."/> Confirm new password <input type="password" value="....."/> <input type="text"/> Change Password </div> |
| e | Complete the security questions, and click Submit . <div> Submit </div> |
| f | One Stop will display a welcome message. Click Continue . <div> Continue </div> |
| g | Review the One Stop Terms and Conditions, then click Accept at the bottom of the page. <div> Accept </div> |

2. Create a One Stop Business Profile

| Step | Action |
|------|---|
| a | <div>On the One Stop home page in the box that says, For Businesses, click Go.</div> <div><div>For Businesses:</div><div><div>■ Start a new business</div><div>■ Add an existing business</div><div>■ Add a delegated business</div></div><div>GO</div></div> |
| b | <div>On the Start or Add Business page, select Add My Existing Business and click Next.</div> <div><div> Add My Existing Business</div><div>This option is for :</div><div><div>• Existing businesses that have already filed with DELE</div><div>• Existing sole proprietorships and general partnerships</div><div>• An existing out of state business that is currently or is</div></div></div> |
| c | <div>On the Describe Your Business page, select the last business type (I represent a foreign or out of state business which is not qualified; a government agency; an educational institution; a municipality; or any other entity type not represented above that requires licensing or registration with the State of Michigan) and skip the section labeled “Check all that apply.” Click Next to continue.</div> <div>Next</div> |
| d | <div>Review the Legal Agreement Text, then click Accept at the bottom of the page.</div> <div>Accept</div> |
| e | <div>Enter the information requested on the Identify Your Business page, and click Submit. One Stop will retrieve your business’ records and display the name. If it is correct, select the name and then click Next.</div> <div>Tip: When identifying the contact type choose “other” from the drop down screen and then enter your job title in the next field.</div> |
| f | <div>One Stop will walk you through a series of questions to create your business profile. As you complete each page, click Proceed. If you need help, click use the Help or Contact Us links at the top of the page.</div> <div>Proceed</div> <div>Help Contact Us</div> |
| g | <div>When you finish creating your business profile, you will be on your One Stop WorkSpace page. It will look something like the picture below. Note that the page has four tabs, each of which provide different information.</div> <div><div>White Fish Township ID# 102494<div><div>Update</div><div>eCabinet</div><div>Shopping Cart</div><div>Cart(0 Items)</div></div></div><div><div><div>My Workspace</div><div>My Filings</div><div>My Business Profile</div><div>Go To ...</div></div><div><div>My Tasks<div><div>Remove</div><div>Task Name</div></div></div><div>Video Guide</div><div>Print</div><div>Add a Task</div></div><div>Help</div></div></div> |

3. Access CPS

| Step | Action |
|--|--|
| a | On the My Workspace tab (see previous diagram) click Add a Task . A new window will open.  |
| b | In the Add a Task window, search for Right-of-way. One Stop will locate the Right-of-Way construction permits task. Click in the box to select it, and click Add .   |
| c | Back on the My Workspace tab, your task list will now include a link to the new Construction Permit System. When you click the link, CPS will open. The main window is shown below.  |
| d | Complete the steps necessary to obtain your permit in CPS. While you are working in CPS, you can click either CPS Help or Contact CPS at the top of the window if you need assistance.  |
|  TIP | When CPS opens, it opens in a new window. One Stop will remain open, and you can return to it by clicking the button for it on the task bar at the bottom of your window.  |